

# 2011-2012 Classroom Closet Membership Application

Print and fill out your application and mail along with your **annual membership fee of \$25.00** to **ACE PO Box 100, Burlington, NC 27216.**



CLASSROOM  
CLOSET

\_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Miss \_\_\_ Ms.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthday: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: (Personal) \_\_\_\_\_ (School) \_\_\_\_\_

School: \_\_\_\_\_ Grade Level \_\_\_\_\_ Subject \_\_\_\_\_

Membership entitles the **teacher listed above** to shop free of charge for product 3 to 4 times a year as determined by Alamance Citizens for Education. **Memberships are not transferable. Memberships are non-refundable.** I have read the rules and regulations for the membership. Enclosed is my annual \$25.00 membership fee and I agree to abide by the requirements set forth.

Sign \_\_\_\_\_

I am willing to volunteer for the Classroom Closet \_\_\_ yes \_\_\_ no

## Staff Only:

Received \_\_\_\_\_ Paid CK. \_\_\_ Cash \_\_\_ Staff \_\_\_\_\_

Turn Over

## Rules and Regulations:

**Who Qualifies?** Full-time classroom and special teachers (PE, ESL, EC, art, media, music and technology) who teach with ABSS/ Alamance County Charter Schools and choose to become a member of the Classroom Closet may shop. Please note that the following positions within schools do not qualify for memberships: literacy facilitators, school psychologist, social workers, guidance, speech pathologist, nurses, assistants or administrators. (**Membership fee per teacher per school year is \$25.00**) All participating teachers are encouraged to watch the video posted on our website, "Shopping at the Closet" to get a brief orientation before shopping the first time.

**What Can I Get?** Most items in the store are new. The Classroom Closet is stocked with basic school supplies. There are items that have been donated in limited supply as well. We only guarantee the main supplies each time you shop which are pencils, pens, paper, notebooks, crayons, rulers, glue, 3 ring binders, markers and pencil pouches. Any additional items are available on a first come first serve basis. Please understand that these items are free and the posted limits must be adhered to.

**Shopping Hours:** Appointments will be made every hour on the half hour beginning at 3:30 pm on Tuesdays, Wednesdays of each week and one Saturday per month. Teachers will have **1 hour to shop** from your appointment time. We want your shopping experience to be pleasant so it is imperative for you to be punctual.

**Appointments:** Eligible teachers must schedule appointments at our website, [alamanceforeducation.org](http://alamanceforeducation.org). A ticket will be issued via email. Teachers may shop only at their appointment time. Please arrive on time. If you arrive late, you may be asked to re-schedule or will be reminded that your shopping time will end one hour from the appointment time. Regardless of what time you do arrive, you will be asked to stay within the hour of the appointment.

**Cancellations:** Required and must be made **24 hours** in advance via voice mail at **226-2486** or via email at [terri@aceed.org](mailto:terri@aceed.org). If an appointment is missed without cancellation, it will be counted as a shopping visit for that nine weeks.

**How often?** Teachers may shop **once** per nine weeks.

**Photo ID:** A current school photo ID is required.

**Companions:** **Guests or children are NOT allowed in the store. This is due to insurance liability. If you bring a guest you will forfeit your shopping time and not be eligible until the next nine weeks.**

### Teachers Agree to:

- Write thank you notes to our donors. Thank you notes help keep our shelves stocked with supplies and let our donors hear from you and your students and are required after **each** visit. Please email [terri@aceed.org](mailto:terri@aceed.org) to confirm you have written your email to your donor.
- Complete and return the survey upon exit of each shopping visit.
- Teachers must agree to use these supplies **ONLY** for the students in their classrooms. Each shopper must complete and sign the check-out form indicating that all items are for school use only.

## Where is The Classroom Closet Located?

We are located at **1317 Plaza Dr. Burlington Outlet Village, opposite end of the former Hanes Outlet Store.**